

COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

VACANCY ANNOUNCEMENT NUMBER

TVA #09-093**POSITION TITLE, SERIES & GRADE: Accounting Technician, GS-0525-07****PDCN: 70265000****OPENING DATE:** 16 June 2009**SALARY:** \$40,852 To \$53,109 (Per Annual)**CLOSING DATE:** 15 July 2009**(Step 01)****(Step 10)****AREA OF CONSIDERATION:** Limited to current members of the Colorado Army National Guard (COARNG)**MAX MILITARY GRADE:** SPC/E-4**MIN MILITARY GRADE:** PFC/E-3

NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.

COMPATIBLE MILITARY ASSIGNMENT: MOS: 42A/F, 44C, 92A/Y/Z**SELECTING SUPERVISOR:** Jennifer K. Sherman, Accounting Officer
Telephone 720-847-8662 / DSN 7-8662**LOCATION OF POSITION:** USPFO Buckley, AFB, Aurora, CO**NOTES:** 1. PCS funds are not available

2. Must provide military rank, DOB, SSN, and TVA# on resume/application. Also submit the OF 306 (Declaration of Federal Employment).

3. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may or may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives manager at (720) 250-1337.

4. Must have, or be able to obtain a Secret Clearance.

SPECIALIZED EXPERIENCE NOTE: Specialized experience will be used to determine qualifications for the announced position. Please provide From and To dates (mm/yy) with description of Specialized Experience: Candidates must have **12 months** of specialized experience in analyzing, classifying, and obligating commitment and obligation documents; reviewing data for validity and expenditure limit. Experience which required applicants to verify the accuracy of codes, amounts, or similar data in numeric form against related documents, e.g., balancing, reconciling and adjusting accounts. Any experience which required reconciling subsidiary accounts with general ledger control accounts for receivables, payables, inventory and property accounts. Experience which required the candidate to obligate documents containing extensive subdivision of allotments and a number of accounts which are interrelated. Experience which required the candidate to analyze accounting data, financial inventory accounts, and maintain, reconciling accounts. Experience which demonstrated the candidates ability to interpret and apply regulations, directives and guidelines. Experience which required the candidate to enter, delete, and retrieve data into computers, e.g., word processor, IBM, Burroughs, etc. Any experience which included planning, organizing and coordinating work.

KNOWLEDGES, SKILLS AND ABILITIES (KSAs): In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made. Provide From and To dates (mm/yy) specifying the specialized experience.

1. Knowledge of accounting methods, forms and techniques.
2. Skill in arithmetic computation, applying formulas or conversion tables.
3. Knowledge of general ledger and subsidiary accounts.
4. Ability to analyze the interrelationship of accounts affected by varied transactions.
5. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
6. Ability to interpret and apply a variety of accounting regulations and guidelines.
7. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.
8. Ability to plan, organize, and coordinate work.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: College transcripts must accompany application to be considered. High School Graduate or the equivalent may be substituted for **3 months** of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours or the equivalent) for **12 months** of the required experience. Each 30 semester hours credited must have included at least six semester hours in courses which are directly related to the type of work of the position.

POSITION DESCRIPTION INFORMATION: This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of this position is to perform a variety of duties in connection with the maintenance of accounts in an automated environment using a general ledger chart of accounts. Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Conducts joint reviews and maintenance of unliquidated obligations file and all substantiating documents. Performs research of current accounts, historical data and source documents to develop and explain detailed accounting information not otherwise readily available. Exercise responsibility to check mathematical accuracy, determines necessary accounting transactions, and enters or directs entry of data into a computerized system or onto required forms. Processes and researches disbursements and balance accounts with US Treasury reports that are received from DFAS. Exercise responsibility for research using automated DFAS systems and personal contacts to resolve a variety of transactions involving other operating locations (OPLOC) and agencies. Responds to inquiries of a non-routine nature. Ensures successful interface or connectivity between numerous computer systems and databases. Applies internal control procedures to ensure timely and accurate processing of all accounting transactions. Performs other duties as assigned.

Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (specialized experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

At a minimum, your packet must include the following information:

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration of Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1600 hours) on the closing date. Note:

SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
6848 South Revere Parkway
Centennial, CO 80112-6709
720-250-1166 or DSN 250-1166

You may also fax your complete application to: 720-250-1169 or DSN 250-1169

The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.

You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to the closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.

NOTES: 1. All employees must participate in Direct Deposit/Electronic Fund Transfer. 2. Acceptance of a Permanent or Indefinite Excepted Service Position will cause termination from Selected Reserve Incentive Program (SLRP) Military Bonus.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF)**. Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

IF YOU ARE SELECTED FOR THE POSITION: The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and inprocessing date, and whom to contact with your questions.

IF YOU ARE NOT SELECTED FOR THE POSITION, the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

EXPLANATION: An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER: all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only).

All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (720) 250-1166, or DSN 250-1166.

Also see the HRO Colorado National Guard Web Site for full-time announcements at <http://www.coloradoguard.army.mil/hro/hro.html>